



The City of Bastrop Fire Department is currently accepting applications to fill part-time staffing positions to be added to increase day-time response capabilities. These positions will work a 10 hour shift and will be paid \$13.59 per hour. Applications will be accepted from May 30, 2017 through June 16, 2017 at 5:00 pm. Applications may be returned in person, by email or regular mail. If returning applications by regular mail, all Postmarks must be the day before the closing of the application process. For questions or clarification please contact Fire Chief Mark Wobus by phone at 512-332-8670 or by email at [mwobus@cityofbastrop.org](mailto:mwobus@cityofbastrop.org).

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Applications will be accepted for the position of: Part-time FF/EMT-B (Day Staff)

Applications may be obtained from City of Bastrop website, Bastrop City Hall or Bastrop FD Station 1.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent
- Valid TX Driver's License (minimum Class B)
- Current TCFP Firefighter-Basic certification (minimum)
- Current DSHS EMT-Basic certification (minimum)
- NIMS I-100, I-200, I-700 and I-800
- Courage to Be Safe course

\*\*Above items to be submitted with application

- No unacceptable criminal or driving histories including, but not limited to: DUI/DWI, drug offenses or driving violations
- Physically capable to perform all duties as required

**PREFERRED QUALIFICATIONS:**

- TCFP Driver Operator or verifiable training
- TCFP Wildland Firefighter or verifiable Wildland Training

**HIRING PROCESS:**

- Applications will be reviewed and potential candidates will receive an invitation by email to participate in the Physical Ability Test and Written Examination process.
- After successful completion of the Physical Ability Test and Written Examination, candidates will be formally invited by email to participate in a face to face interview.
- After face to face interviews are completed remaining candidates still under consideration will undergo a background investigation.
- Prospective applicants will then be ranked and conditional offers of employment will be made.
- Once notified of offer, applicants will have 5 business days to confirm or deny offer of employment.



- Upon confirmation of employment, candidate will be scheduled for a drug screen.

#### **DESCRIPTION OF JOB DUTIES**

- Respond to fire, rescue, medical, hazardous material calls and other emergency calls in a timely and efficient manner.
- Perform fire suppression functions, including firefighting, rescue operations, deploying and operating hoses, ventilating roofs and performing salvage work after fires.
- Perform pre-fire planning.
- Participate in hazardous materials mitigation response and other related tasks associated with fire suppression, rescue operations and hazardous material response.
- Administer emergency medical services to injured persons if needed as a first responder.
- Assist with the investigation into the cause of fires.
- Perform operational readiness evaluation on the fire apparatus and equipment to ensure it is fully prepared and functional at all times. Inventories equipment and tools to include the drive train, brakes, lights, fire pump, tires, radios, SCBA operational checks and all fluid levels upon reporting for duty.
- Prepare and submit fire reports and daily, weekly, and monthly maintenance check reports.
- Perform minor equipment maintenance on apparatus and general cleaning of apparatus and station quarters.
- Participate in fire training classes and drills.
- Study technical materials on equipment operation, fire suppression and fire prevention to improve or maintain an effective level of performance.
- Study street maps to learn the district assigned as necessary and studies building pre-plans.
- Inform supervisor of all work activities and reports any public inquiries or complaints, inform supervisor of any equipment in need of repair and of all public injuries or accidents.
- Perform other duties as assigned by the Fire Chief or other officer of the department.